

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 12 November 1957

25X1

FROM : Chief, Operations Support Faculty

25X1

SUBJECT: Weekly Report No. 46, 5 November - 12 November 1957

25X1

25X1

1. Budget and Finance Procedures #6 started on 12 November. Although registration as of 1700 hours on Friday, 8 November, totaled [] students, only [] actually reported for classes prior to noon on 12 November, including [] from WE and [] from NEA Divisions. Upon inquiry through the Registrar's office, it was learned (at 11:15, Tuesday) that [] FE and one NEA student had been cancelled, and that one from NEA [] and will, therefore, be late in enrolling.

25X1

2. The long range schedule for presentation of Budget and Finance Procedures through September 1958 was forwarded to the Editor of the Training Bulletin.

25X1

25X1

3. At her request, a copy of the schedule for Budget and Finance Procedures #6 was forwarded to []. At the same time, it was pointed out that the times shown for each subject are approximate; the schedule is varied according to the student comprehension of the various items included.

25X1

4. Two CSR schedule changes were arranged with [] and approved by [] which will make it possible to use the auditorium for films during the second week of the Operations Support from the January through the August runnings.

25X1

5. Formal request for the PP Case has been sent from OTR through WH to the DD/P Training Officer. It is hoped that this will be cleared by 18 November, in order that the case may be prepared for use in the Operations Support running for January 1958.

25X1

6. [] called on the Logistics Officers for WE, EE, FE, SE, SR, NEA, and WH Area Divisions on 6 November for the purpose of discussing the recent Supply Handbook for Field Case Officers. The various Logistics Officers were requested to review the Handbook and to determine the number required for field distribution in each area. Requests for copies for field distribution will be directed to the Overseas Branch, Operations School, OTR.

7. On 12 November [] went to [] for a few days to lecture at the Operations course and to serve as a technical advisor for the Logistics film "The Other Hat."

25X1

~~SECRET~~

SECRET

25X1

25X1

Page two - Weekly Report No. 46

25X1

8. "Personnel Support" presentation to IOC was made by [redacted] on 6 November. To supplement the "Personnel Support" coverage, [redacted] has developed lecture material on the Agency's Career Program, including the benefits and responsibilities of Career Staff membership. This material has been reviewed by the Executive Officer, OP, [redacted] Training aids to accompany this lecture supplement are now being sketched by [redacted]

25X1

9. The informal survey of training needs in the Office of Personnel is continuing. The first written report, covering the Personnel Procurement Division has been completed by [redacted] and submitted to the Chief, Operations Support Faculty. It has been decided that a separate written report will be rendered on each segment of the Office of Personnel which is surveyed. Subsequently, an overall (summary) report covering the entire Office of Personnel will be prepared for the Chief, Intelligence School.

25X1

10. [redacted] lectured on Finance at IOC on 7 November.

25X1

11. [redacted] visited the Dispatch and Pouch Section of RI and reviewed with [redacted] the Sample, Practice, and Test problems for the Dispatch and Pouch lecture for Administrative Procedures.

25X1

12. [redacted] Chief, Foreign Support Staff of the Office of Security and one of his assistants, [redacted] visited the Operations Support Faculty to discuss cable and dispatch procedures with [redacted] and [redacted] wished to see our training aids and manuals for teaching cable and dispatch procedures because he intends to set up procedures for training the clerical personnel in the Office of Security.

25X1

25X1

13. [redacted] presented the lecture on Life Overseas at the Dependents' Briefing on 5 November.

25X1

Personnel Notes:

25X1

[redacted] took a few days annual leave.

[redacted] has taken his wife and family to Columbus, Ohio for several days because of the serious illness of his mother-in-law.



SECRET